

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS**

Friday, April 8, 2016 – 11:00 A.M.

100 West Keenan Street, Rhineland, Wisconsin 54501

Members Present: Bix, Cushing, Hammer, Krug, Millan, Platner, Teichmiller, Troyk, and Tuckwell (Price joined the meeting by telephone at 11:10.)

Members Absent: Gresser (excused), Kortenhof, Peterson (NOTE: There are two vacancies on the Board of Directors.)

Call Meeting to Order: Chair Millan called the meeting to order at 11:03 A.M. Also present were Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

Public Comment & Introductions: There were none.

Approval of the Agenda: Troyk moved to approve the agenda with seventeen items; Platner seconded. All Ayes. Motion Carried.

Approval of the Minutes of the February 5, 2016 Board of Directors Meeting: Hammer moved to approve the minutes of the February 5, 2016 Aging & Disability Resource Center of the Northwoods Board of Directors meeting. Krug seconded. All Ayes. Motion Carried.

Financial Statements - December 2015, January 2016, & February 2016: The final Revenue/Expense Report for 2015 was reviewed. It showed the ADRC-NW was \$81,609 under budget for 2015 with a carryover amount of \$115,117. A carryover funding request for the full amount was submitted to the State of Wisconsin; it was approved. Revenue/Expense Reports for January and February 2016 were also reviewed. There are no problems with either revenues or expenses at this point. The final Time Report for 2015 was reviewed. It showed a capture of 40.94% which is above the amount needed to fully fund the 2015 ADRC-NW budget. The January 2016 capture rate was 41.11% and the February 2016 figure was 40.49%; year-to-date was 40.80%. This is well above the 39.00% needed to fully fund the 2016 budget. Cushing moved to accept the financial

statements and Time Reports for December 2015, January 2016, and February 2016 and place them on file subject to audit. Troyk seconded. All Ayes. Motion Carried.

Audit of Payments/Line Item Transfers: In December final payments to the satellite offices were made in the amounts of \$10,111.10 and \$92,990.98. The January 2016 Transaction Activity Report showed expenditures of \$55,140.99, and the February 2016 Transaction Activity Report showed \$97,062.00. Teichmiller moved to approve the Transaction Activity Reports of December 2015 (2), January 2016, and February 2016. Platner seconded. All Ayes. Motion Carried.

There were no line item transfers.

Office Coverage & Staff Workload: The three staff members of the Forest County satellite office are now covering the Crandon office, the Mole Lake office, and the Potawatomi office. The ADRC-NW is providing 8 hours/week for the Potawatomi, as per their request. We no longer have an office in Mole Lake. However, members of the Mole Lake tribe can come to the Crandon office for services or staff members will go to tribal members' homes. We are currently serving two Mole Lake members. Because of health issues, Schroeder will be delegating more duties. The Administrative Assistant will thus be doing the ADRC-NW inventory of equipment and furniture.

Closed Session: Bix moved to go into Closed Session pursuant to Sec. 19.85 (1)(c), WI Statutes considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Salary). Cushing seconded. Roll Call: Bix – Yes; Cushing – Yes; Hammer – Yes; Krug – Yes; Millan – Yes; Platner – Yes; Price – Yes; Teichmiller – Yes; Troyk- Yes; Tuckwell – Yes. Yes – 10; No – 0; Absent – 3; Vacancies – 2. **The Board of Directors went into Closed Session at 11:25 A.M.**

Open Session: The Board will return to Open Session and may ratify any matter(s) discussed in Closed Session. Cushing moved to return to Open Session; Troyk seconded. All Ayes. **The Board of Directors returned to Open Session at 11:39 A.M.** No Action Taken.

Strategic Plan: Myles Alexander, University of Wisconsin-Extension, was present to answer any questions regarding the newly developed 2016 Strategic Plan for the ADRC-NW. The need for improved and expanded communication is one of the main goals of this strategic plan. Schroeder is working on the development of a 10-minute Power Point presentation that can be used by Staff and Board Members to facilitate communication with the general public. Additional work needs to be done on social media and the ADRC-NW Web site. The Board would like to see a meeting of the Program Evaluation Committee and the Staff Marketing Group to work on further development of the goals of the Strategic Plan. Hammer moved to adopt the Strategic Plan as presented; Troyk seconded. All Ayes. Motion Carried.

Mole Lake Tribe Status: The Sokaogon Chippewa tribe informed Schroeder that they wish to leave the ADRC-NW and establish their own Tribal Aging & Disability Resource Specialist (ADRS) for their people. There are financial issues that need to be addressed if this happens, and some timing issues are also involved. Schroeder will work on finding a solution that works for all parties involved.

Board Member Report: Bix reported that when she was discharged from the Medford Aspirus Hospital she was referred to the ADRC-NW and told by the discharge planning people that the ADRC people were excellent and very caring. Krug reported that his tax preparer and her husband used the ADRC-NW's services and were very pleased. Teichmiller reported that Schroeder's presentation to the Morning Rotary Club was excellent.

Regional Manager Report: 1) The ADRC-NW is required by the State of Wisconsin to have a Resource Database Lead, a staff person who will monitor the Web site. Jody Jensen will now provide those services. 2) The State Legislature did not put Dementia Care Specialists in the budget, so no expansion of this program will be made at this time. 3) Staff members who attended the national conference were very pleased with the sessions and met with representatives of Senators Tammy Baldwin and Ron Johnson. 4) Schroeder has been working 1-2 days per week at home due to recent medical issues. This may be an item of discussion for the Executive/Personnel Committee at a later date.

Letters & Communications: Nathanael Brown, Director of the Taylor County Commission on Aging wrote asking if the ADRC-NW would do all the

Commission's re-assessments for their meals-on-wheels program. Schroder informed the Board that the Taylor County Human Services is now sending more functional screens to the ADRC-NW, and this would eliminate any extra time in which to do re-assessments. The Board instructed Schroeder that she should make the decision on this herself since it was felt to be an administrative decision, not a Board decision.

Future Agenda Items: These will be developed as needed.

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday May 6, 2016 at 11:00 A.M. It will be in Rhinelander.

Adjournment: With no further business, Hammer moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 12:29 P.M.

Handouts: Minutes of the February 5, 2016 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Aging & Disability Resource Center of the Northwoods Strategic Plan 2016 Update; Letter from Nathanael Brown of the Taylor County Commission on Aging; Preliminary draft of work plan for 2016 Strategic Plan; December 2015 Revenue/Expense Report; January 2016 Revenue/Expense Report; February 2016 Revenue/Expense Report; February 2016 Time Report (also showing January 2016 figures); December 2015 Transaction Activity Reports (2); January 2016 Transaction Activity Report; February 2016 Transaction Activity Report.